

Agency Conversion to Central Security Transition Checklist

Please review checklist and ensure all tasks are completed prior to your agency's conversion to Central Security. Send all information to HRMSSecurity@dop.wa.gov

- ✓ Provide Agency Contact list
 - Two or more Contacts for each category:
 - Security Contact Authorizer
 - Security Requestor
 - ESS Distribution
 - These contacts have specific responsibilities.
 - See attached HRMS Central Security Agency Contact List for details
 - The Security Requestors need to attend a training class on Centralized Security processes
- ✓ Provide list of users who will get the new HRMS Security Reporting role
 - Include Name, Personnel Number and Position Number
 - These users need to attend a training class on HRMS Security Reporting
- ✓ Provide one or two employees to work with DOP on position/role review:
 - Include Name, Phone Number and Email address
 - Recommendation: This employee is a good candidate for Security Requestor
- ✓ Communication sent to agency employees about changes to ESS/HRMS Security Administration
 - DOP will provide template e-mails
- ✓ Review roles on positions (HCM) and accounts (BI) of all your professional users
 - DOP will provide a list of your agency's positions that have professional roles
 - For non SSO agencies, DOP will provide last date of logon for professional users
 - Check the following for each professional user account:
 - Does the position have the correct agency data profile for agency data access?
 - Does the position have the correct roles for its duties?
 - Does the user need HCM and BI access or BI only access?
 - Review the users who have not logged in to the system in last 12 month
- ✓ Update e-mail addresses into employee Infotype (IT) 0105 Communication record
 - DOP will provide the list of your agency employees IT 0105 Communication records in HCM
 - For employees without an IT 0105 Communication e-mail record, agency should choose one of the following options to update the records:
 - Input the IT0105 Communication record in HCM for each employee
 - OR
 - Have your employees enter their e-mail address through ESS
- ✓ Provide a list of non standard (not .wa.gov) e-mail addresses if your agency uses a non standard Washington State e-mail domain (such as .com .org etc)
- ✓ Attend training for Security Requestors
- ✓ Attend training for Security Reporters